



**WATER RESOURCES PROGRAM  
DAM SAFETY OFFICE**

**OPERATION AND MAINTENANCE PLAN FORM**

**1. PROJECT DATA:**

Dam Name: \_\_\_\_\_

Reservoir Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Creek/River: \_\_\_\_\_

Location: Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Dam Type: \_\_\_\_\_

Dam Height: \_\_\_\_\_ Crest Length: \_\_\_\_\_ Crest Width: \_\_\_\_\_

**2. INDIVIDUALS WHO ARE RESPONSIBLE FOR:**

Name

Title

Telephone #

Operation: \_\_\_\_\_

Maintenance: \_\_\_\_\_

Inspections: \_\_\_\_\_

Monitoring of  
Instrumentation: \_\_\_\_\_

**3. LISTING OF HYDRAULIC ELEMENTS FOR CONTROLLING INFLOW TO OR  
OUTFLOW FROM RESERVOIR:** *(Include gates, valves, spillways, stoplogs, structures, etc. location and  
dimensions of structures)*

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4. **RULES AND PROCEDURES FOR RESERVOIR OPERATION** (*How is reservoir level controlled? Include proposed reservoir levels for given time of year, periods of drawdown and filling, and operation during floods*)

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5. **LIST OF ITEMS REQUIRING PERIODIC MAINTENANCE, AND PROCEDURES FOR PERFORMING MAINTENANCE.** (*Include type of maintenance performed, frequency, method, and record keeping*):

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6. **LIST OF INSTRUMENTATION, FREQUENCY OF MONITORING, AND METHOD OF RECORD KEEPING:**

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7. **LIST OF EQUIPMENT TO BE PERIODICALLY TEST OPERATED.** (*Gates, valves, hoists, etc. Include frequency of test operation.*):

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8. **FREQUENCY OF ROUTINE INSPECTIONS:** (*e.g. Weekly, monthly, or quarterly. Include list of key elements inspected*)

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9. **ANNUAL INSPECTIONS BY OWNER:** (*Time of year when performed, special items to be examined, reviewed, and/or test operated*)

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